NAIROBI WATER REGULATED NWDT SACCO SOCIETY LIMITED

Partnering for Growth

SHORT TERM LOAN APPLICATION AND AGREEMENT FORM

Form Ref: NRBWSCO/F001 Rev. 2026	**Loan No.**

APPLICATION CHECKLIST *(tick each item before submitting)*

☐ Original form duly completed and signed	☐ Clear copy of National ID / Passport
☐ Certified copy of current payslip / M-PESA or bank statements	☐ Guarantors' details, signatures & amounts (words and figures tally)
☐ HR / Payroll remarks signed and stamped	☐ Applicant and witness signatures completed

IMPORTANT: Complete this form clearly and fully after reading and understanding the Lending Terms & Conditions. Do not make alterations or erasures. Incomplete or corrected forms will be treated as fresh applications on re-submission. Submit the signed form with all supporting documents at the Sacco office, Garden Chambers House, or by email to **info@nairobiwatersacco.co.ke**.

A. LOAN TYPE *(tick one product)*

Tick	Loan Product	Maximum Repayment Period	Period Applied (Months)	Refinancing?
☐	Emergency	12 months		☐ Yes ☐ No
☐	School Fees	18 months		☐ Yes ☐ No
☐	Scholar Plus	24 months		☐ Yes ☐ No
☐	Super Emergency	18 months		☐ Yes ☐ No
☐	Instant	24 months		☐ Yes ☐ No
☐	Lifestyle	12 months		☐ Yes ☐ No
☐	Mwanzo	12 months		☐ Yes ☐ No
☐	Pesa Mara Moja	1 month		☐ Yes ☐ No
☐	Other (specify): ……			☐ Yes ☐ No

B. APPLICANT INFORMATION

Full Name			
Member No. | Payroll No.	Member No:	Payroll No:	
ID / Passport No. | KRA PIN	☐ ID ☐ Passport No:	KRA PIN:	
Mobile No. | Email	Mobile:	Email:	
Physical Address	Town:	Estate:	Street / House No:
Employer			
Department | Duty Station	Department:	Station:	
Terms of Employment	☐ Permanent & Pensionable ☐ Contract (expiry: …… / …… / ……) ☐ Other: ……		

C. LOAN PARTICULARS

Amount Applied For	KSh (figures):	Amount in words:
Repayment	To be paid in …… equal monthly instalments of KSh ..... plus applicable interest	
M. Deposits | Share Capital	Deposits: KSh	Share Capital: KSh
Outstanding Loans	With the Sacco: KSh	With other institutions: KSh
Mode of Repayment	☐ Check-off ☐ Standing Order ☐ Direct Debit ☐ M-Pesa ☐ Salary Processing ☐ Net Sharing	
Bank Name | Branch	Bank:	Branch:
Account Name | No.	Account Name:	Account No:
Purpose of the Loan	☐ School fees ☐ Medical ☐ Emergency ☐ Business ☐ Household / personal ☐ Other	
Specify Purpose		
Security Offered	☐ Salary & terminal benefits ☐ Share deposits ☐ Guarantors ☐ Other: ……	

Loans to be offset/refinanced from this loan (if any):

Loan Type / No.	Outstanding Balance (KSh)	Applicant Signature
1.		
2.		
3.		

D. REPAYMENT GUARANTEE

NB: We, the undersigned members of Nairobi Water Sacco Society Ltd, acting as guarantors for …… for a loan of KSh …… (in words: ……..), confirm that we have read and understood all terms and conditions herein, and agree that: all our shares, deposits and interest held with the Society are pledged as security; in the event of default by the loanee, the Society is authorised to recover the outstanding balance, interest and costs from our pledged securities and salaries; we shall be jointly and severally liable for any outstanding amount in default; we shall be ineligible for new loans while repayments on the guaranteed loan remain in arrears; and that the loan amount in words and figures has been verified to tally — any alteration must be countersigned by all guarantors.

Name	Member No.	ID Number	Amount Guaranteed (Figures)	Duty Station	Signature	Telephone

E. LENDING TERMS, AGREEMENT & DECLARATION

I declare that the information in this application is true and accurate to the best of my knowledge, and that I agree to abide by the Society's by-laws, loan policies and any amendments approved by the Nairobi Water Sacco Board. I confirm that I am not a member of another Sacco with similar objectives, and I understand that approval of this loan is strictly subject to the applicable rules and policies.

I acknowledge and accept that:

1. I must have been an active contributor for at least **three (3) months** and meet the minimum share capital requirement prescribed by the Society.
2. The loan applied for shall not exceed the allowable multiple of my shares, and total monthly deductions shall not exceed **two-thirds (2/3) of my basic salary**.
3. The repayment period shall not exceed the maximum period for the loan product applied for, as set out in Section A.
4. All guarantors must be eligible Sacco members, within approved guarantee limits, and properly documented.
5. I undertake to repay the loan promptly without inconveniencing my guarantors.
6. In the event of default, the entire outstanding balance may become immediately due and recoverable from my deposits, salary, terminal benefits, guarantors and/or disposal of collateral, together with recovery costs and accrued interest.
7. Members with non-performing loans elsewhere, or who are guaranteed by defaulters, are not eligible for new loans without a CRB clearance certificate or replacement guarantees.
8. Bulk loan clearance is allowed, subject to the waiting period set by the Society before a new loan application.
9. Incomplete or corrected applications shall be treated as fresh submissions.
10. I shall maintain the minimum required share contribution throughout the loan period.
11. All charges, taxes and fees related to collateral or loan recovery shall be borne by me and may be settled by the Society on my behalf.
12. I consent to the use and lawful sharing of my personal and credit information, including with Credit Reference Bureaus, for loan appraisal, credit referencing and recovery, in line with the Data Protection Act, 2019.
13. I authorise the Society to engage my current or future employers for loan recovery, and to offset any monies held by the Sacco against my indebtedness.
14. I have attached the required supporting documents, including a certified payslip and a copy of my ID.

I confirm that I have READ, UNDERSTOOD AND COMPLIED with all lending requirements, and that the information provided is accurate.

Applicant	Name:	Signature:	Date:
Witness	Name:	Signature:	Date:

F. AUTHORITY TO DEDUCT LOAN BALANCE FROM TERMINAL BENEFITS

In the event of my leaving employment with …… (hereinafter referred to as "the organisation"), I, ..., authorise the organisation to first apply my terminal payments to offset, as far as possible, any outstanding loans due and owing to Nairobi Water Sacco Society Ltd before paying the balance, if any, to me. I agree to indemnify and hold harmless the organisation, its trustees, officers, employees, agents, administrators, successors and assigns against any and all claims, causes of action, judgments, damages, losses, costs, expenses and demands arising out of or in connection with my participation in Nairobi Water Sacco Society Ltd, including any deductions from my salary authorised by me as borrower or guarantor.

Applicant Name:	Signature:	Date:

G. EMPLOYER / HR CONFIRMATION *(to be completed by HR / Payroll office)*

Employee Name | Payroll No.	Name:		Payroll No:	
Department | Employer	Department:	Employer:		
Duty Station				
HR Verification	☐ Employee details verified ☐ Employment confirmed ☐ Salary details verified			
HR Remarks			Official Stamp	
HR Officer	Name:	Designation:	Signature:	Date:

HR ACKNOWLEDGEMENT: *Subject to the rules and loan policy of the Society, I support this application and will inform the Society should any circumstance change or should the loanee be dismissed or resign.*

H. SACCO APPRAISAL — *FOR OFFICIAL USE ONLY*

Deposits: KSh	Share Capital: KSh	Outstanding Loans: KSh	Loan Entitlement: KSh
Basic Salary: KSh	Net Salary: KSh	Within 2/3 rule? ☐ Yes ☐ No	Guarantors adequate? ☐ Yes ☐ No
Proposed Instalment: KSh	Contributed ≥ 3 months? ☐ Yes ☐ No		Supporting documents complete? ☐ Yes ☐ No
Comments			
Appraisal Officer	Name:	Signature:	Date:

I. CREDIT OFFICER

Recommendation	☐ Accepted ☐ Reduced ☐ Rejected		
Amount Recommended	KSh:	Repayment Period: …… months	
Comments			
Credit Officer	Name:	Signature:	Date:

J. CHIEF EXECUTIVE OFFICER

Decision	☐ Approved ☐ Deferred ☐ Rejected		
Amount Approved	KSh:	Recoverable in …… monthly instalments	
Comments			
CEO	Name:	Signature:	Date:

K. FINANCE — DISBURSEMENT

Amount Disbursed	KSh:	Net of charges / offsets: KSh	
Payment Mode | Ref.	☐ M-Pesa ☐ EFT ☐ Cheque ☐ FOSA Ref No:		Date:
Disbursed By	Name:	Signature:	Date: